

Instructions for Submitting Realistic Preference Card Online

A. Research Available Billets

Go to www.chaplain.navy.mil

Put your cursor on “Personnel” move down to chaplain directories and left click
Enter the User Name and Password given by the Chaplain Resource Branch

When the secure page opens, click on “Directories and Rosters on the left side of the page

On the next page, click on “Other.”

Then open the “Active Duty Chaplain Alpha Roster.
Go through the roster for chaplains who are rotating at the same time as you and make a note of which billets you would like to fill.

B. Filling Out Preference Card

Go to www.bupersaccess.navy.mil

Say “Yes” to the Security Alert Warning

Login (Top of Page)

Point to Programs and right click on “Duty Preference” and follow the on-screen instructions.